

## **Appendix F—Brief Summary of the A-76 Decision Process**

This appendix presents major decision events required by the law, OMB Circular A-76, Revised Supplemental Handbook (NOTAL), and the Federal Acquisition Regulation (FAR). Its intent is to briefly summarize the more common actions that occur during CA studies.

### **1. Plan for CA Study:**

a. Ten or fewer FTE (Note: This is a management decision and not appealable under CA administrative appeal procedures.):

(1) Non-preferred source: Activities may begin direct conversion to contract without congressional notification if:

(a) The activity commander has attempted to place all affected civilian employees in a position at their present installation, or within the local area, commensurate with their current skills and pay grades.

(b) All affected civilian employees are retrained for existing or projected vacancies within the local commuting area.

### **(2) Preferred source<sup>1</sup>:**

(a) Activities may immediately begin conversion to contract or Interservice Support Agreement (ISSA).

### **b. Eleven to 50 FTE:**

(1) The Navy announces this action to Congress as a courtesy.

(2) Activities will conduct a CA study to formulate the MEO and conduct a cost comparison.

### **c. Fifty-one or more FTE:**

(1) The Navy announces this action to Congress as required by law.

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<sup>1</sup> Preferred sources include National Industries for the Severely Handicapped, National Industries for the Blind, Federal Prison Industries, and 51 percent Native American ownership.

(2) Activities will conduct a CA study to formulate the MEO and conduct a cost comparison.

2. Develop PWS and QASP

3. Review and Revise PWS and QASP

4. Obtain Higher Level Approval of PWS and QASP

5. Conduct Pre-solicitation Actions (except for Streamlined Cost Comparison)

6. Prepare and Issue Solicitation:

a. Eleven to 65 FTE: Under Streamlined CA procedures, activities may conduct bid solicitation during 14. Select Best Value Offer if the government's adjusted total In-House Cost Estimate is greater than the range of adjusted total contract or ISSA cost estimates. Alternatively, activities may issue solicitation during 10. Evaluate Proposals if 4 or more comparable agency contracts or ISSA's are not available.

b. More than 65 FTE: Activities will conduct formal solicitation as required by the FAR.

7. Develop the Management Plan:

a. Ten or fewer FTE: Activities will base their in-house costs on the current organization, which is assumed to be the MEO, and no management plan is required. Activities will calculate labor, material, overhead, and contract support costs in accordance with the provisions of the OMB Circular A-76, Revised Supplemental Handbook (NOTAL).

b. Eleven or more FTE: Activities will conduct a CA study to formulate the MEO and conduct a cost comparison.

8. Issue and Receive Responses to Solicitation

9. Perform Independent Review

10. Evaluate Proposals:

a. One to 65 FTE: After receipt of the certified In-House Cost Estimate, the contracting officer will develop a range of contract cost estimates based on not less than four comparable agency service contracts or ISSA's. Activities should make adjustments for differences in scope. If four or more contracts or ISSA's are not available, the contracting officer may issue a solicitation for bids and the agency will conduct a cost comparison as provided for in the OMB Circular A-76, Revised Supplemental Handbook (NOTAL).

b. More than 65 FTE: Activities will conduct a formal Source Selection as required by the FAR.

11. Obtain Pre-negotiation Clearance Approval (Not required for one to 65 FTE)

12. Conduct Discussions With Offerors (Not required for one to 65 FTE)

13. Obtain Final Clearance Approval (Not required for one to 65 FTE)

14. Select Best Value Offer:

a. One to 65 FTE: The contracting officer will adjust the range of estimated contract costs in compliance with the requirements of OMB Circular A-76, Revised Supplemental Handbook's streamlined cost comparison procedures. The contracting officer will then compare the Adjusted Total Cost of In-House Performance with the Adjusted Total Cost of Contract or ISSA performance.

b. More than 65 FTE: Conduct bid opening procedures as required by the FAR.

15. Make Tentative Decision (Compare Government and Contractor Proposal):

a. If the Government's adjusted total In-House Cost Estimate is greater than the range of adjusted total contract bid or ISSA cost estimate, the contracting officer will, respectively, announce a tentative decision to award to contractor or enter into an ISSA.

b. Activities will offer Right of First Refusal of Employment to employees adversely affected by contract or ISSA award and who are not considered procurement officials.

c. If the government's adjusted total In-House Cost Estimate is below or within the range of adjusted total contract or ISSA cost estimates, the contracting officer will announce a tentative decision of award to the In-house organization.

16. Conduct Administrative Appeal Period. Upon notification of adversely affected employees and publication of the tentative decision in the Commerce Business Daily, the activity will initiate its Administrative Appeal period.

17. Make Final Decision:

a. Send Activity Final Decision Report to CNO (N4).

b. If final decision results in contractor operation:

(1) The activity will coordinate with CNO (N4) to make congressional notification of intent to contract in accordance with 10 U.S.C. 2461 and the Annual DoD Appropriations Act.

(2) Once the CNO (N4) informs the activity that congressional notification is complete the contracting officer awards the contract.

(3) Activity will begin transition to contract operations.

c. If final decision results in in-house operation:

(1) Begin MEO implementation within 30 days of decision.

(2) Conduct Post-MEO Performance Review at the 1-year point.

## **Appendix G--The CA Function Nomination Data and Examples**

Activities will submit the following information when nominating their functions for competition. All nominations should be grouped into the functions and locations which will comprise one or more multi-function studies or identified as a single function study. Nomination spreadsheets are available at the DCNO (Logistics) Division's Web site.

### **Nomination for Competition**

- Resource Sponsor Name
- Study Name
- Activity Name
- Unit Identification Code
- State
- Congressional District
- Budget AG/SAG(s) Funding Function
- CA Function Code
- CA Function Name
- Total Military (Also, enter data as shown below in Military Data)
- Total Civilian
- Total NAF

### **Military Data**

- Resource Sponsor Number
- Activity Name
- UIC
- CA Function Code
- CA Reason Code
- Billet Identification Number
- BSC
- Billet Title
- Officer Designator
- Officer grade Code
- Enlisted Rating
- Enlisted Rate
- MRC Code
- AC Code
- Current FY Authorizations
- FY Plus 1 Authorizations
- FY Plus 2 Authorizations
- FY Plus 3 Authorizations
- FY Plus 4 Authorizations

## Nomination for Competition

## Military Data

[illegible]

## **Appendix H--Ethics Issues Related to Participation in OMB Circular A-76 Cost Comparison Studies and Exercise of Right of First Refusal of Employment**

The following provides guidance concerning the law and employee participation in CA studies. Activity commanders should encourage maximum participation by their employees, particularly in the data collection and review phases of the study, because active employee participation typically results in a comprehensive PWS and a more complete MEO. Since circumstances may vary, employees participating in CA studies should seek guidance from their supervisor and ethics counselor to determine individual compliance requirements.

1. *Title 18 U.S.C. 207, Restrictions on former officers, employees, and elected officials of the Executive and Legislative Branches* prohibits a Federal employee from personally and substantially participating in any particular matter that has a direct and predictable effect on the employees' financial interests. Additionally:

a. These restrictions do not apply at the time of the preparation of the PWS or MEO because any future employment offer is contingent upon the outcome of the cost comparison.

b. The cost comparison results in the award of a contract only if the contractor's cost is less than the cost of the MEO. Uncertainty as to the eventual outcome of a competition makes it unlikely that an employee's participation in the study constitutes "a direct and predictable effect" on their financial interests or post-Federal employment opportunities.

c. Employees' exercise of their Right of First Refusal, by itself, does not constitute "seeking employment" under DODD 5500.7-R, Joint Ethics Regulation, 30 August 1993 or as an arrangement regarding future employment.

d. An employees' (and supervisors') Right of First Refusal does not, by itself, create a conflict or appearance of a conflict of interest. Financial interests are imputed only if an employee enters into employment negotiations while the employee is actively participating in a cost comparison. If this occurs, employees must immediately consult with their supervisor and ethics counselor to determine whether their participation constitutes "personal and substantial" participation with a "direct and predictable" outcome for the non-Federal entity making the offer of employment. Ordinarily, providing technical data to assist in the development of a PWS and/or MEO is unlikely to have a "direct and predictable" effect on either the final MEO or contract offers.

2. *Title 18 U.S.C. 208, Acts affecting a personal financial interest* prohibits former officers or employees from making a communication or appearance with the intent to influence the Federal Government on any particular matter they personally and substantially participated in while they were a Federal employee. This prohibition usually will not apply to most study participants since their participation is generally limited to the early development of the PWS and MEO and is usually prior to any solicitation actions.

3. *Title 41 U.S.C. 423, Procurement Integrity* establishes post-Government employment restrictions for employees personally and substantially participating in a solicitation. Personnel subject to this prohibition are generally limited to those employees performing evaluations or rendering decisions as part of the source selection process.

a. The FAR Part 3.104-3, Definitions states that the following activities are not "substantial" for the purpose of prohibiting employee participation in A-76 studies:

(1) Participation in management studies

(2) Preparation of the In-House Cost Estimate

(3) Preparation of the MEO

(4) Furnishing data or technical support to be used by others in the development of the PWS, statement of work, or specifications

b. Individual employees participation in A-76 competitions does not, by itself, automatically jeopardize their exercise of Right of First Refusal, unless:

(1) They were, or formerly acted as, a Procurement Official as defined by Title 41 U.S.C. 423, Procurement Integrity.

(2) They formerly made decisions related to:

(a) Awarding a contract, subcontract, task delivery order, or contract modification

(b) Establishing contract overhead/other rates, approving issuance of a payment to a contractor, or paying/settling a contractor claim against the Government.



**Appendix I--Management Decision Procedure to Convert Activities Not Subject to OMB Circular A-76**

1. Activities with 11 or more Full-Time Equivalents desiring to change from in-house provision of services where A-76 does not apply or has been waived to contract will:

- a. Notify CNO (N4). The CNO (N4) will initiate required Congressional notification.
- b. Verify that the present organization's processes are efficient and effective.
- c. Conduct a cost/benefit analysis to determine advantages and disadvantages of contracting the function. This analysis must consider all costs required by 10 U.S.C. 2462. Activities will forward this analysis through their chain of command to CNO (N4). The CNO (N4) will forward this analysis through the Secretariat to the Committees on Appropriations of the House of Representatives and the Senate as required by law.
- d. Follow Federal Acquisition Regulations during source selection.

2. This method of converting a function with 11 or more FTEs to contract is a management decision. It is not appealable under OMB Circular A-76 Revised Supplemental Handbook (NOTAL), but is subject to FAR provision for protests.

3. References:

a. Title 10 U.S.C. 2462, Contracting for certain supplies and services required when cost is lower:

(a) In General. - Except as otherwise provided by law, the Secretary of Defense shall procure each supply or service necessary for or beneficial to the accomplishment of the authorized functions of the Department of Defense (other than functions which the Secretary of Defense determines must be performed by military or Government personnel) from a source in the private sector if such a source can provide such supply or service to the Department at a cost that is lower (after including any cost differential required by law, Executive Order, or regulation) than the cost at which the Department can provide the same supply or service.

(b) Realistic and Fair Cost Comparisons. - For the purpose of determining whether to contract with a source in the private sector for the performance of a Department of Defense function on the basis of a comparison of the costs of procuring supplies or services from such a source with the costs of providing the same supplies or services by the Department of Defense, the Secretary of Defense

OPNAVINST 4860.7C  
7 June 1999

shall ensure that all costs considered (including the costs of quality assurance, technical monitoring of the performance of such function, liability insurance, employee retirement and disability benefits, and all other overhead costs) are realistic and fair.

b. FY 99 Defense Appropriations Act, Section 8014. None of the funds appropriated by this Act shall be available to convert to contractor performance an activity or function of the Department of Defense that, on or after the date of enactment of this Act, is performed by more than 10 Department of Defense civilian employees until a most efficient and cost-effective organization analysis is completed on such activity or function and certification of the analysis is made to the Committees on Appropriations of the House of Representatives and the Senate: *Provided*, That this section shall not apply to a commercial or industrial type function of the Department of Defense that: (1) is included on the procurement list established pursuant to section 2 of the Act of June 25, 1938 (41 U.S.C. 47), popularly referred to as the Javits-Wagner-O'Day Act; (2) is planned to be converted to performance by a qualified nonprofit agency for the blind or by a qualified nonprofit agency for other severely handicapped individuals in accordance with that Act; or (3) is planned to be converted to performance by a qualified firm under 51 per centum Native American ownership.

## Appendix J--Codes and Definitions of Functional Areas

These functional definitions are provided to assist in reporting CA Function Codes. These codes are from the 30 September 1998 submission of the Commercial Activity inventory to the Office of the Secretary of Defense and are subject to change. They are provided for reference only and additional guidance will be promulgated separately for future inventory reporting.

### SOCIAL SERVICES

CODE	DEFINITION
G001: Care of Remains of Deceased Personnel and/or Funeral Services.	Includes commercial activities that provide mortuary services, including transportation from aerial port of embarkation to mortuary of human remains received from overseas mortuaries, inspection, restoration, provision of uniform and insignia, dressing, flag, placement in casket, and preparation for onward shipment.
G008: Commissary Store Operation.  G008A: Shelf Stocking. G008B: Check Out. G008C: Meat Processing. G008D: Produce Processing. G008E: Storage and Issue. G008F: Other. G008G: Troop Subsistence Issue Point	Includes commercial activities that; provide all ordering, receipt, storage, stockage, and retailing for commissaries; excludes procurement of goods for issue or resale.
G009: Clothing Sales Stores Operation.	Includes commercial activities that provide ordering, receipt, storage, stockage, and retailing of clothing.
G010: Recreational Library Services.	Includes commercial activities that operate libraries maintained primarily for off-duty use by military personnel and their dependents.
G011: Other Morale Welfare and Recreation Services.	Commercial activities maintained primarily for the off-duty use of military personnel

CODE	DEFINITION
	and their dependents, including both appropriated and partially nonappropriated fund activities. The operation of clubs and performing messes, and morale support activities are included in code G011. Examples of G011 activities are arts and crafts, entertainment, sports and athletics, swimming, bowling, marina and boating, stables, youth activities, centers, and golf.
G012: Community Services.	DoD Directive 1015.1 contains further amplification of the categories.
G900: Chaplain Activities and Support Services.	Includes the command religious program, which includes chaplains and enlisted support personnel, as well as commercial activities that provide non–military-unique support services that supplement the command religious program, such as providing nonpastoral counseling, organists, choir directors, and directors of religious education .
G901: Berthing BOQ/BEQ.	Includes commercial activities that provide temporary or permanent accommodations for officer or enlisted personnel. Management of the facility, room service, and daily cleaning are included.
G904: Family Services.	Includes commercial activities that perform various social services for families, such as family counseling; financial counseling and planning; or the operation of an abuse center, child care center, or family aid center.
G999: Other Social Services.	This code shall only be used for unusual circumstances and shall not be used to report organizations or work that can be accommodated under a specifically defined code.
G000A: Management.	Includes authorizations for managers/supervisors for the above coded functions (does not include first line supervisors).

<b>CODE</b>	<b>DEFINITION</b>
G000B: Management Support.	Includes non-supervisory management support personnel for the above coded functions.
G000C: ADP&E Support.	Includes ADP&E support personnel for the above coded functions.
G000D: Administrative Support.	Includes administrative, secretarial and office support personnel for the above coded functions.

### **HEALTH SERVICES**

<b>CODE</b>	<b>DEFINITION</b>
H101: Hospital Care.	Includes commercial activities that provide outpatient and inpatient care and consultative evaluation in the medical specialties, including pediatrics and psychiatry; and the coordination of health care delivery relative to the examination, diagnosis, treatment, and disposition of medical inpatients.
H102: Surgical Care.	Includes commercial activities that provide outpatient and inpatient care and consultative evaluation in the surgical specialties, including obstetrics; gynecology; ophthalmology and otorhinolaryngology; and the coordination of health care delivery relative to the examination, treatment, diagnosis, and disposition of surgical patients.
H105: Nutritional Care.	Includes commercial activities that provide hospital food services for inpatients and outpatients, dietetic treatment, counseling of patients, and nutritional education.
H106: Pathology Services.	Includes commercial activities involved in the operation of laboratories providing comprehensive clinical and anatomical pathology services, DoD military blood program and blood bank activities, and area reference laboratories.
H107: Radiology Services.	Includes commercial activities that provide diagnostic and therapeutic radiological

CODE	DEFINITION
	service to inpatients and outpatients, including the processing, examining, interpreting, and storage and retrieval of radiographs, fluorographs, and radiotherapy.
H108: Pharmacy Services.	Includes commercial activities that produce, preserve, store, compound, manufacture, package, control, assay, dispense, and distribute medications (including intravenous solutions) for inpatients and outpatients.
H109: Physical Therapy.	Includes commercial activities that provide care and treatment to patients whose ability to function is impaired or threatened by disease or injury; primarily serve patients whose actual impairment is related to neuro-musculoskeletal, pulmonary, and cardiovascular systems; and evaluate the function and impairment of these systems and select and apply therapeutic procedures to maintain, improve, or restore these functions.
H110: Materiel Services.	Includes commercial activities that provide or arrange for the supplies, equipment, and certain services necessary to support the mission of the medical facility and whose responsibilities include procurement, inventory control, receipt, storage, quality assurance, issue, turn-in, disposition, property accounting, and reporting actions for designated medical and nonmedical supplies and equipment.
H111: Orthopedic Services.	Includes commercial activities that construct orthopedic appliances, such as braces, casts, splints, supports, and shoes from impressions, forms, molds, and other specifications.
H112: Ambulance Service.	Includes commercial activities that provide transportation for personnel who are injured, sick, or otherwise require medical

CODE	DEFINITION
	treatment, including standby duty in support of military activities and ambulance bus services.
H113: Dental Care.	Includes commercial activities that provide oral examinations, patient education, diagnosis, treatment, and care including all phases of restorative dentistry, oral surgery, prosthodontics, oral pathology, periodontics, orthodontics, endodontics, oral hygiene, preventive dentistry, and radiodontics.
H114: Dental Laboratories.	Includes commercial activities that operate dental prosthetic laboratories required to support the provision of comprehensive dental care. Services may include preparing casts and models; repairing dentures; fabricating transitional, temporary, or orthodontic appliances; and finishing dentures.
H115: Clinics and Dispensaries.	Includes commercial activities that operate freestanding clinics and dispensaries that provide health care services, such as health clinics, occupational health clinics, and occupational health nursing offices. Operations are relatively independent of a medical treatment facility and are separable for in-house or contract performance.
H116: Veterinary Services.	Includes commercial activities that provide a complete wholesomeness and a quality-assurance food-inspection program. Activities include sanitation, inspection of food received, surveillance inspections, and laboratory examination and analysis; a complete zoonosis control program; complete medical care for Government-owned animals; veterinary medical support for biomedical research and development; support to other Federal agencies when requested and authorized; assistance in a

CODE	DEFINITION
	comprehensive preventive medicine program; and determination of fitness of all foods that may have been contaminated by chemical, bacteriological, or radioactive materials.
H117: Medical Records Transcription.	Includes commercial activities that transcribe, file, and maintain medical records.
H118: Nursing Services.	Includes commercial activities that provide care and treatment for inpatients and outpatients not required to be performed by a doctor.
H119: Preventive Medicine.	Includes commercial activities that operate wellness or holistic clinics (preventive medicine), information centers, and research laboratories.
H120: Occupational Health.	Includes commercial activities that develop, monitor, and inspect installation safety conditions.
H121: Drug Rehabilitation.	Includes commercial activities that operate alcohol treatment facilities, urine testing for drug content, and drug/alcohol counseling centers.
H999: Other Health Services.	This code shall only be used for unusual circumstances and shall not be used to report organizations or work that can be accommodated under a specifically defined code.
H000A: Management.	Includes authorizations for managers/supervisors for the above coded functions (does not include first line supervisors).
H000B: Management Support.	Includes non-supervisory management support personnel for the above coded functions.
H000C: ADP&E Support.	Includes ADP&E support personnel for the above coded functions.
H000D: Administrative Support.	Includes administrative, secretarial and office support personnel for the above coded functions.



## **INTERMEDIATE, DIRECT, OR GENERAL REPAIR AND MAINTENANCE OF EQUIPMENT**

Definition. Maintenance authorized and performed by designated maintenance commercial activities in support of using activities. Normally, it is limited to replacement and overhaul of unserviceable parts, subassemblies, or assemblies. It includes (1) intermediate, direct, or general maintenance performed by fixed activities that are not designed for deployment to combat areas and that provide direct support of organizations performing or designed to perform combat missions from bases in the United States, and (2) any testing conducted to check the repair procedure. Commercial activities engaged in intermediate, direct, or general maintenance and/or repair of equipment are to be grouped according to the equipment predominantly handled, as follows:

<b>CODE</b>	<b>DEFINITION</b>
J501: Aircraft.	Aircraft and associated equipment. Includes armament, electronic and communications equipment, engines, and any other equipment that is an integral part of an aircraft.
J502: Aircraft Engines.	Aircraft engines that are not repaired while an integral part of the aircraft.
J503: Missiles.	Missile systems and associated equipment. Includes mechanical, electronics, and communication equipment that is an integral part of missile systems.
J504: Vessels.	All vessels, including armament, electronics, communications and any other equipment that is an integral part of the vessel.
J505: Combat Vehicles.	Tanks, armored personnel carriers, self-propelled artillery, and other combat vehicles. Includes armament, fire control, electronic, and communications equipment that is an integral part of a combat vehicle.
J506: Noncombat Vehicles.	Automotive equipment, such as tactical, support, and administrative vehicles. Includes electronic and communications equipment that is an integral part of the noncombat vehicle.

CODE	DEFINITION
J507: Electronic and Communications Equipment.	Stationary, mobile, portable, and other electronic and communications equipment. Excludes electronic and communications equipment that is an integral part of another weapon or support system. Maintenance of automatic data processing equipment (ADPE) that is not an integral part of a communications system shall be reported under functional code W825; maintenance of tactical ADPE shall be reported under function code J999.
J510: Railway Equipment.	Locomotives of any type or gauge, including steam, compressed air, straight electric, storage battery, diesel electric, gasoline, electric, diesel mechanical locomotives, railway cars, and cabooses. Includes electrical equipment for locomotives and cars, motors, generators, wiring supplies for railway tracks for both propulsion and signal circuits, and on-board communications and control equipment.
J511: Special Equipment.	Construction equipment, weight lifting, power, and materiel handling equipment (MHE).
J512: Armament.	Small arms; artillery and guns; nuclear munitions; chemical, biological, and radiological (CBR) items; conventional ammunition; and all other ordnance items. Excludes armament that is an integral part of another weapon or support system.
J513: Dining Facility Equipment.	Dining facility kitchen appliances and equipment.
J514: Medical and Dental Equipment.	Medical and dental equipment.
J515: Containers, Textiles, Tents, and Tarpaulins.	Containers, tents, tarpaulins, other textiles, and organizational clothing.
J516: Metal Containers.	Container Express (CONEX) containers, gasoline, containers, and other metal containers.
J517: Training Devices and Audiovisual	Training devices and audiovisual

<b>CODE</b>	<b>DEFINITION</b>
Equipment.	equipment. Excludes maintenance of locally fabricated devices and functions reported under codes T807 and T900.
J519: Industrial Plant Equipment.	That part of plant equipment used to cut, abrade, grind, shape, form, join, test, measure, heat, or otherwise alter the physical, electrical, or chemical properties of materials, components, or end items entailed in manufacturing, maintenance, supply processing, assembly, or research and development operations.
J520: Test, Measurement, and Diagnostic Equipment.	Test, measurement, and diagnostic equipment (TMDE) that has resident in it a programmable computer. Included is equipment referred to as automated test equipment (ATE).
J521: Other Test, Measurement, and Diagnostic-Equipment.	TMDE not classified as ATE or that does not contain a resident programmable computer. Includes such items as electronic meters, armament circuit testers, and other specialized testers.
J522: Aeronautical Support Equipment.	Aeronautical support equipment, excluding TMDE (and ATE). Includes such items as ground electrical power carts, aircraft tow tractors, ground air conditioners, engine stands, and trailers. Excludes aeronautical equipment reported under J501.
J999: Other Intermediate, Direct, or General Repair and Maintenance of Equipment.	This code shall only be used for unusual circumstances and shall not be used to report organizations or work that can be accommodated under a specifically defined code.
J000A: Management.	Includes authorizations for managers/supervisors for the above coded functions (does not include first line supervisors).
J000B: Management Support.	Includes non-supervisory management support personnel for the above coded functions.

<b>CODE</b>	<b>DEFINITION</b>
J000C: ADP&E Support.	Includes ADP&E support personnel for the above coded functions.
J000D: Administrative Support.	Includes administrative, secretarial and office support personnel for the above coded functions.

## **DEPOT REPAIR, MAINTENANCE, MODIFICATION, CONVERSION, OR OVERHAUL OF EQUIPMENT**

Definition. The maintenance performed on materiel that requires major overhaul or a complete rebuild of parts, assemblies, subassemblies, and end items, including the manufacture of parts, modifications, testing, and reclamation, as required. Depot maintenance serves to support lower categories of maintenance and provides stocks of serviceable equipment by using more extensive facilities for repair than are available in lower-level maintenance activities. (See DoD Instruction 4151. 18 for further amplification of the category definitions reflected below.) Depot or indirect maintenance functions are identified by the type of equipment maintained or repaired.

<b>CODE</b>	<b>DEFINITION</b>
K531: Aircraft.	Aircraft and associated equipment. Includes armament, electronics and communications equipment, engines, and any other equipment that is an integral part of an aircraft. Aeronautical support equipment not reported separately under code K548.
K532: Aircraft Engines.	Aircraft engines that are not repaired while an integral part of the aircraft.
K533: Missiles.	Missile systems and associated equipment. Includes mechanical, electronic, and communications equipment that is an integral part of missile systems.
K534: Vessels.	All vessels, including armament, electronics, and communications equipment, and any other equipment that is an integral part of a vessel.
K535: Combat Vehicles.	Tanks, armored personnel carriers, self-propelled artillery, and other combat vehicles. Includes armament, fire control, electronics, and communications

CODE	DEFINITION
	equipment that is an integral part of a combat vehicle.
K536: Noncombat Vehicles.	Automotive equipment, such as tactical support and administrative vehicles. Includes electronic and communications equipment that are an integral part of the vehicle.
K537: Electronic and Communications Equipment.	Stationary, mobile, portable, and other electronics and communications equipment. Excludes electronic and communications equipment that is an integral part of another weapon/support system. Maintenance of ADPE, which is not an integral part of a communications system, is reported under functional code W825.
K538: Railway Equipment.	Locomotives of any type or gauge, including steam, compressed air, straight electric, storage battery, diesel electric, gasoline, electric, and diesel mechanical; railway cars; and cabooses. Includes electrical equipment for locomotives and cars, motors, generators, wiring supplies for railway tracks for both propulsion and signal circuits, and on-board communication and control equipment.
K539: Special Equipment.	Construction equipment, weight lifting, power, and materiel-handling equipment.
K540: Armament.	Small arms; artillery and guns; nuclear munitions, CBR items; conventional ammunition; and all other ordnance items. Excludes armament that is an integral part of another weapon or support system.
K541: Industrial Plant Equipment.	That part of plant equipment used to cut, abrade, grind, shape, form, join, test, measure, heat, or otherwise alter the physical, electrical, or chemical properties of materials, components, or end items entailed in manufacturing, maintenance, supply, processing, assembly, or research

CODE	DEFINITION
	and development operations.
K542: Dining Facility Equipment.	Dining facility kitchen appliances and equipment, including field feeding equipment.
K543: Medical and Dental Equipment.	Medical and dental equipment.
K544: Containers, Textiles, Tents and Tarpaulins.	Containers, tents, tarpaulins, and other textiles.
K545: Metal Containers.	CONEX containers, gasoline containers, and other metal containers.
K546: Test Measurement and Diagnostic Equipment (TMDE).	TMDE that has resident in it a programmable computer. Included is equipment referred to as automated test equipment (ATE).
K547: Other Test Measurement and Diagnostic Equipment.	Test measurement and diagnostic equipment not classified as ATE or that does not contain a resident programmable computer. Includes such items as electronic meters, armament circuit testers, and other specialized testers.
K548: Aeronautical Support Equipment.	Aeronautical support equipment excluding TMDE and ATE. Includes such items as ground electrical power carts, aircraft tow tractors, ground air conditioners, engine stands, and trailers. Excludes aeronautical support equipment reported under code K531.
K999: Other Depot Repair Maintenance Modification, Conversion, or Overhaul of Equipment.	This code shall only used for unusual circumstances and shall not be used to report organizations or work that can be accommodated under a specifically defined code.
K000A: Management.	Includes authorizations for managers/supervisors for the above coded functions (does not include first line supervisors).
K000B: Management Support.	Includes non-supervisory management support personnel for the above coded functions.
K000C: ADP&E Support.	Includes ADP&E support personnel for the above coded functions.

<b>CODE</b>	<b>DEFINITION</b>
K000D: Administrative Support.	Includes administrative, secretarial and office support personnel for the above coded functions.

#### **BASE MAINTENANCE/MULTI/FUNCTION CONTRACTS**

<b>CODE</b>	<b>DEFINITION</b>
P100: Base Maintenance/multifunction Contracts.	Includes all umbrella-type contracts where the contractor performs more than one function at one or more installations. (Specific functions shall be identified as nonadditive entries in the CAMIS database.)
P000A: Management.	Includes authorizations for managers/supervisors for the above coded functions (does not include first line supervisors).
P000B: Management Support.	Includes non-supervisory management support personnel for the above coded functions.
P000C: ADP&E Support.	Includes ADP&E support personnel for the above coded functions.
P000D: Administrative Support.	Includes administrative, secretarial and office support personnel for the above coded functions.

#### **RESEARCH, DEVELOPMENT, TEST, AND EVALUATION (RDT&E) SUPPORT**

<b>CODE</b>	<b>DEFINITION</b>
R600: RDT&E.	Includes those scientists, engineers and other professionals needed to maintain the development of future weapon systems, support equipment and personnel equipment and testing. Also, includes those who test and evaluate future systems.
R660: RDT&E Support.	Includes all effort not reported elsewhere directed toward support of installation or operations required for research, development, test, and evaluation use.

<b>CODE</b>	<b>DEFINITION</b>
	Included are maintenance support of laboratories, operation and maintenance of test ranges, and maintenance of test aircraft and ships.
R000A: Management.	Includes authorizations for managers/supervisors for the above coded functions (does not include first line supervisors).
R000B: Management Support.	Includes non-supervisory management support personnel for the above coded functions.
R000C: ADP&E Support.	Includes ADP&E support personnel for the above coded functions.
R000D: Administrative Support.	Includes administrative, secretarial and office support personnel for the above coded functions.

## **INSTALLATION SERVICES**

<b>CODE</b>	<b>DEFINITION</b>
S700: Natural Resource Services.	Includes those activities that provide products or services that implement natural resource management plans in the areas of fish, game, wildlife, forestry, watershed areas or groundwater table, erosion control, and mineral deposit management.
S701: Advertising and Public Relations Services.	Includes commercial activities responsible for advertising and public relations in support of public affairs offices, installation newspapers and publications, and information offices.
S702: Financial and Payroll Services.	Includes commercial activities that prepare payroll, print checks, escrow, or change payroll accounts for personnel. Includes other services normally associated with banking operations.
S703: Debt Collection.	Includes commercial activities that monitor, record, and collect debts incurred by overdrafts, bad checks, or delinquent



CODE	DEFINITION
	accounts.
S706: Installation Bus Services.  S706A: Scheduled Bus Services. S706B: Unscheduled Bus Services. S706C: Dependent School Bus Services. S706D: Other Bus Services.	Includes commercial activities that operate local, intrapost, and interpost scheduled bus services. Includes scheduled movement of personnel over regular routes by administrative motor vehicles to include taxi and dependent school bus services.
S708: Laundry and Dry Cleaning Services.	Includes commercial activities that operate and maintain laundry and dry-cleaning facilities.
S709: Custodial Services.	Includes commercial activities that provide janitorial and housekeeping services to maintain safe and sanitary conditions and preserve property.
S710: Pest Management.	Includes commercial activities that provide control measures directed against fungi, insects, rodents, and other pests.
S712: Refuse Collection and Disposal Services.	Includes commercial activities that operate incinerators, sanitary fills, and regulated dumps, and perform all other approved refuse collection and disposal services.
S713: Food Services.  S713A: Food Preparation and Administration. S713B: Mess Attendants and	Includes commercial activities engaged in the operation and administration of food preparation and serving facilities. Excludes operation of central bakeries, pastry kitchens, and central meat-processing facilities that produce a product and are reported under functional area X934. Excludes hospital food service operations (under code H105).

CODE	DEFINITION
Housekeeping Services.	
S714: Furniture.	Includes commercial activities that repair and refurbish furniture.
S715: Office Equipment.	Includes commercial activities that maintain and repair typewriters, calculators, and adding machines.
<p>S716: Motor Vehicle Operation.</p> <p>S716A: Taxi Service. S716B: Bus Service (unless in S706). S716C: Motor Pool Operation. S716D: Crane Operation (includes rigging and excludes those listed in T800G). S716E: Heavy Truck Operation. S716F: Construction Equipment Operation. S716I: Driver/Operator Licensing and Test. S716J: Other Vehicle Operations (light truck/auto). S716K: Fuel Truck Operations. S716M: Tow Truck Operations.</p>	Includes commercial activities that operate local administrative motor transportation services. Excludes installation bus services reported in functional area S706.
<p>S717: Motor Vehicle Maintenance.</p> <p>S717A: Upholstery Maintenance and Repair. S717B: Glass Replacement and Window Repair. S717C: Body Repair and Painting. S717D: Accessory Overhaul. S717E: General Repairs/Minor Maintenance. S717F: Battery Maintenance and Repair.</p>	Includes commercial activities that maintain automotive equipment, such as support and administrative vehicles. Includes electronic and communications equipment that are an integral part of the vehicle.

CODE	DEFINITION
<p>S717G: Tire Maintenance and Repair.  S717H: Major Component Overhaul.  S717I: Material Handling Equipment Maintenance.  S717J: Crane Maintenance.  S717K: Construction Equipment Maintenance.  S717L: Frame and Wheel Alignment.  S717M: Other Motor Vehicle Maintenance.</p>	
<p>S718: Fire Prevention and Protection.</p> <p>S718A: Fire Protection Engineering  S718B: Fire Station Administration  S718C: Fire Prevention.  S718D: Fire Station Operations.  S718E: Crash and Rescue.  S718F: Structural Fire Suppression.  S718G: Fire &amp; Crash/Rescue Equipment Major Maintenance.  S718H: Other Fire Prevention and Protection.</p>	<p>Includes activities that operate and maintain fire protection and preventive services. Includes routine maintenance and repair of fire equipment and the installation of fire prevention equipment. (NOTE: Check Section 2465 of title 10, United States Code, for prohibitions in converting some of these functions to contract.)</p>
<p>S719: Military Clothing.</p>	<p>Includes commercial activities that order, receive, store, issue, and alter military clothing and repair military shoes. Excludes repair of organizational clothing reported under code J515.</p>
<p>S724: Guard Service.</p>	<p>Includes commercial activities engaged in physical security operations that provide for installation security and intransit protection of military property from loss or damage. (NOTE: Check Section 2465 of Title 10 U.S.C. for prohibitions in</p>

CODE	DEFINITION
<p>S724A: Ingress and egress control.</p> <p>S724B: Physical security patrols and posts.</p> <p>S724C: Conventional arms, ammunition, and explosives (CAAE) security.</p> <p>S724D: Animal control.</p> <p>S724E: Visitor information services.</p> <p>S724F: Vehicle impoundment.</p> <p>S724G: Registration functions.</p> <p>S724S: Other guard service.</p>	<p>converting some of these functions to contract.)</p> <p>Regulation of person, material, and vehicles entering or exiting a designated area to provide protection of the installation and Government property.</p> <p>Mobile and static physical security guard activities that provide protection of installation or Government property.</p> <p>Dedicated security guards for CAAE.</p> <p>Patrolling for, capture of, and response to complaints about uncontrolled, dangerous, and disabled animals on military installations.</p> <p>Providing information to installation resident and visitors about street, agency, unit, and activity locations.</p> <p>Removal, accountability, security, and processing of vehicles impounded on military installations.</p> <p>Administration, filing, processing, and retrieval information about privately owned items that must be registered on military installations.</p>
S725: Electrical Plants and Systems.	Includes commercial activities that operate, maintain, and repair Government-owned electrical plants and systems.
S726: Heating Plants and Systems.	Includes commercial activities that operate, maintain, and repair Government-owned heating plants and systems that have a capacity greater than 750,000

CODE	DEFINITION
	British Thermal Units (BTUs). Codes Z991 or Z992 shall be used for systems that have a capacity of less than 750,000 BTUs, as applicable.
S727: Water Plants and Systems.	Includes commercial activities that operate, maintain, and repair Government-owned water plants and systems.
S728: Sewage and Waste Plants and Systems.	Includes commercial activities that operate, maintain, and repair Government-owned sewage and waste plants and systems.
S729: Air Conditioning and Refrigeration Plants.	Includes commercial activities that operate, maintain, and repair Government-owned air conditioning and refrigeration plants whose capacity is greater than 5 tons. Codes Z991 or Z992 shall be used for plants with less than a 5-ton capacity, as applicable.
S730: Other Services or Utilities.	Includes commercial activities that operate, maintain, and repair other Government-owned services or utilities.
S731: Base Supply Operations.	Includes commercial activities that operate centralized installation supply functions providing supplies and equipment to all assigned or attached units. Performs all basic supply functions to determine requirements for all requisition, receipt, storage, issuance, and accountability for materiel.
S732: Warehousing and Distribution of Publications.	Includes commercial activities that receive, store, and distribute publications and blank forms.
S740: Installation Transportation Office.	Includes technical, clerical, and administrative commercial activities that support traffic management services related to the procurement of freight and passenger service from commercial "for hire" transportation companies. Excludes installation transportation functions described under codes S706, S716, S717,

<b>CODE</b>	<b>DEFINITION</b>
S740A: Installation Transportation Management and Administration. S740B: Materiel Movements. S740C: Personnel Movements. S740D: Personal Property Activities. S740E: Quality Control and Inspection. S740F: Unit Movements.	T810, T811, T812, and T814.
S750: Museum Operations.	
S760: Contractor-Operated Parts Stores and Contractor-Operated Civil Engineering Supply Stores.	
S999: Other Installation Services.	This code shall only be used for unusual circumstances and shall not be used to report organizations or work that can be accommodated under a specifically defined code.
S000A: Management.	Includes authorizations for managers/supervisors for the above coded functions (does not include first line supervisors).
S000B: Management Support.	Includes non-supervisory management support personnel for the above coded functions.
S000C: ADP&E Support.	Includes ADP&E support personnel for the above coded functions.
S000D: Administrative Support.	Includes administrative, secretarial and office support personnel for the above coded functions.

#### **OTHER NONMANUFACTURING OPERATIONS**

<b>CODE</b>	<b>DEFINITION</b>
T800: Ocean Terminal Operations.	Includes commercial activities that operate terminals transferring cargo between overland and sealift transportation. Includes handling of Government cargo through commercial water terminals.

CODE	DEFINITION
T800A: Pier Operations.	Includes commercial activities that provide stevedore and shipwright carpentry operations supporting the loading, stowage, and discharge of cargo and containers on and off ships, and supervision of operations at commercial piers and military ocean terminals.
T800B: Cargo Handling Equipment.	Includes commercial activities that operate and maintain barge derricks, gantries, cranes, forklifts, and other materiel handling equipment used to handle cargo within the terminal area.
T800C: Port Cargo Operations.	Includes commercial activities that load and unload railcars and trucks, pack, repack, crate, warehouse, and store cargo moving through the terminal, and stuff and unstuff containers.
T800D: Vehicle Preparation.	Includes commercial activities that prepare Government and privately owned vehicles (POVS) for ocean shipment, inspection, stowage in containers, transportation to pier, processing, and issue of import vehicles to owners.
T800E: Lumber Operations.	Includes commercial activities that segregate reclaimable lumber from dunnage removed from ships, railcars, and trucks; remove nails; even lengths; inspect; and return the lumber to inventory for reuse. Includes receipt, storage, and issue of new lumber.
T800F: Materiel Handling Equipment (MHE) Operations.	Includes commercial activities that deliver MHE to user agencies, perform onsite fueling, and operate special purpose and heavy capacity equipment.

CODE	DEFINITION
T800G: Crane Operations.	Includes commercial activities that operate and perform first-echelon maintenance of barge derricks, gantries, and truck-mounted cranes in support of vessels and terminal cargo activities.
T800H: Breakbulk Cargo Operations.	Includes commercial activities that provide stevedoring, shipwright carpentry, stevedore transportation, and the loading and unloading of noncontainerized cargo.
T800I: Other Ocean Terminal Operations.	
T801: Storage and Warehousing.	Includes commercial activities that receive materiel into depots and other storage and warehousing facilities, provide care for supplies, and issue and ship materiel. Excludes installation supply in support of unit and tenet activities described in S731.
T801A: Receipt.	Includes commercial activities that receive supplies and related documents and information. This includes materiel handling and related actions, such as materials segregation and checking, and tallying incident to receipt.
T801B: Packing and Crating of Household Goods.	Includes commercial activities performing packing and crating operations described in T801H, incident to the movement or storage of household goods.
T801C: Shipping.	Includes commercial activities that deliver stocks withdrawn from storage to shipping. Includes onloading and offloading of stocks from transportation carriers, blocking, bracing, dunnage, checking, tallying, and materiel handling in central shipping area and related documentation and information operations.



CODE	DEFINITION
T801D: Care, Re-warehousing, and Support of Materiel.	Includes commercial activities that provide for actions that must be taken to protect stocks in storage, including physical handling, temperature control, assembly placement and preventive maintenance of storage aids, and realigning stock configuration; provide for movement of stocks from one storage location to another and related checking, tallying, and handling; and provide for any work being performed within general storage support that cannot be identified clearly as one of the subfunctions described above.
T801E: Preservation and Packaging.	Includes commercial activities that preserve, re-preserve, and pack materiel to be placed in storage or to be shipped. Excludes application of final (exterior) shipping containers.
T801F: Unit and Set Assembly and Disassembly.	Includes commercial activities that gather or bring together items of various nomenclature (parts, components, and basic issue items) and group, assemble, or restore them to or with an item of another nomenclature (such as parent end item or assemblage) to permit shipment under a single document. This also includes blocking, bracing, and packing preparations within the inner shipping container; physical handling and loading; and reverse operation of disassembling such units.
T801G: Special Processing of Non Stock Fund-Owned Materiel.	Includes commercial activities performing special processing actions described below that must be performed on Inventory Control Point (ICP) controlled, nonstock fund-owned materiel by technically

CODE	DEFINITION
T801H: Packing and Crating.	<p>qualified depot maintenance personnel, using regular or special maintenance tools or equipment. Includes disassembly or reassembly or re-serviceable ICP controlled materiel being readied for movement, in-house storage, or out-of-house location such as a port to a commercial or DoD operated maintenance or storage facility, property disposal or demilitarization activity, including blocking, bracing cushioning, and packing.</p> <p>Includes commercial activities that place supplies in their final, exterior containers ready for shipment. Includes the nailing, strapping, sealing, stapling, masking, marking, and weighing of the exterior container. Also, includes all physical handling, unloading, and loading of material within the packing and shipping area; checking and tallying material in and out; all operations incident to packing, repacking, or recrating for shipment, including on-line fabrication of tailored boxes, crates, bit inserts, blocking, bracing and cushioning shrouding, overpacking, containerization, and the packing of material in transportation containers. Excludes packing of household goods and personal effects reported under code T801B.</p>
T8011: Other Storage and Warehousing.	
T802: Cataloging.	Includes commercial activities that prepare supply catalogs and furnish cataloging data on all items of supply for distribution to all echelons worldwide. Include catalog files, preparation, and revision of all item identifications for all logistics functions; compilation of Federal catalog sections and allied publication; development of

CODE	DEFINITION
	Federal item identification guides, and procurement identification descriptions. Includes printing and publication of Federal supply catalogs and related allied publications.
T803: Acceptance Testing.	Includes commercial activities that inspect and test supplies and materiel to ensure that products meet minimum requirements of applicable specifications, standards, and similar technical criteria; laboratories and other facilities with inspection and test capabilities; and activities engaged in production acceptance testing of ammunition, aircraft armament, mobility material, and other military equipment.
T804: Architect-Engineering Services.	Includes commercial activities that provide architect/engineer services. Excludes engineering and technical services reported in functional area T813.
T805: Operation of Bulk Liquid Storage.	Includes commercial activities that operate bulk petroleum storage facilities. Includes operation of off-vessel discharging and loading facilities, fixed and portable bulk storage facilities, pipelines, pumps, and other related equipment within or between storage facilities or extended to using agencies (excludes aircraft fueling services); and handling of drums within bulk fuel activities. Excludes aircraft fueling services reported under code T814.
T806: Printing and Reproduction.	Includes commercial activities that print, duplicate, and copy. Excludes user-operated office copying equipment.
T807: Audiovisual and Visual Information Services.	Includes commercial activities that provide base audiovisual (AV) and visual information (VI) support, production, depositories, technical documentation, and broadcasting.
T807A: Base VI Support.	Includes commercial activities that provide

CODE	DEFINITION
	still photographic products and services, graphic arts products and services, AV library services, AV training aids, models and displays, presentation services, and AV equipment maintenance. May also include photographic or electronic documentation for local use.
T807B: AV Production.	Includes commercial activities that produce, reproduce, distribute, and are accountable for all AV productions, as defined in DoD Regulation 5040.2 of 7 Dec 87.
T807C: AV Depositories.	Includes commercial activities that store, issue, receive, and maintain AV products at the central library level. Includes records center operations for AV products.
T807D: Technical Documentation.	Includes commercial activities that provide medical or intelligence documentation, optical instrumentation, and armament recording.
T807E: Broadcasting.	Includes commercial activities that produce, reproduce and distribute AV products/productions only for broadcast use.
T807F: VI Documentation.	Includes commercial activities that provide motion media (film or tape) still photography and audio recording of technical and nontechnical events, as they occur, usually not controlled by the recording crew. VI documentation (VIDOC) encompasses Operational Documentation (OPDOC) and TECDOC, OPDOC is VI (photographic or electronic) recording of activities, or multiple perspectives of the same activity, to

CODE	DEFINITION
<p>T807G: AV Central Library (Inventory Control Point).</p> <p>T807K: AV Design Service.</p>	<p>convey information about people, places and things.</p> <p>Includes commercial activities that receive, store, issue, and maintain AV products at the central library level. May or may not include records center operations for AV products.</p> <p>Includes commercial activities that provide professional consultation services involving the selection, design, and development of AV equipment, or AV facilities.</p>
T808: Mapping and Charting.	Includes commercial activities that design, compile, print, and disseminate cartographic and geodetic products.
T809: Administrative Telephone Service.	Includes commercial activities that operate and maintain the common-user, administrative telephone systems at DoD installations and activities. Includes telephone operator services; range communication; emergency action consoles, and the cable distribution portion of a fire alarm, intrusion detection, emergency monitoring and control data, and similar systems that require use of a telephone system.
T810: Air Transportation Services.	Includes commercial activities that operate and maintain nontactical aircraft that are assigned to commands and installations and used for administrative movement of personnel and supplies.
T811: Water Transportation Services.	Includes commercial activities that operate and maintain nontactical watercraft that are assigned to commands and installations and are used for administrative movement of personnel and supplies.

CODE	DEFINITION
T811A: Water Transportation Services (except tug operations).	
T811B: Tug Operations.	
T812: Rail Transportation Services.	Includes commercial activities that operate and maintain nontactical rail equipment assigned to commands and installation and used for administrative movement of personnel and supplies.
T813: Engineering and Technical Services.	Includes commercial activities that advise, instruct, and train DoD personnel in the installation, operation, and maintenance of DoD weapons, equipment, and systems. These services include transmitting the technical skill capability to DoD personnel so they can install, maintain, and operate such equipment and keep it in a high state of military readiness.
T813A: Contractor Plant Services.	Includes commercial manufacturers of military equipment contracted to provide technical and engineering services to DoD personnel. Qualified employees of the manufacturer furnish these services in the manufacturer plants and facilities. Through this program, the special skills, knowledge, experience, and technical data of the manufacturer are provided for use in training, training aid programs, and other essential services directly related to the development of the technical capability required to install, operate, maintain, supply, and store such equipment.
T813B: Contract Field Services (CFS).	Includes commercial activities that provide services of qualified contractor personnel who provide onsite technical and engineering services to DoD personnel.
T813C: In-house Engineering and	Includes commercial activities that provide

<b>CODE</b>	<b>DEFINITION</b>
Technical Services.  T813D: Other Engineering and Technical Services.	technical and engineering services described in code T813A and T813B above that are provided by Government employees.
T814: Fueling Service (Aircraft).	Includes commercial activities that distribute aviation petroleum, oil, and lubricant products. Includes operation of trucks and hydrants.
T815: Scrap Metal Operation.	Includes commercial activities that bale or shear metal scrap and melt or sweat aluminum scrap.
T816: Telecommunication Centers.	Includes commercial activities that operate and maintain telecommunication centers, nontactical radios, automatic message distribution systems, technical control facilities, and other systems integral to the communication center. Includes operations and maintenance of air traffic control equipment and facilities.
T817: Other Communications and Electronics Systems.	Includes commercial activities that operate and maintain communications and electronics systems not included in T809 and T816.
T818: Systems Engineering and Installation of Communications Systems.	Includes commercial activities that provide engineering and installation services, including design and drafting services associated with functions specified in T809, T816, and T817.
T819: Preparation and Disposal of Excess and Surplus Property.	Includes commercial activities that accept, classify, and dispose of surplus Government property, including scrap metal.
T820: Administrative Support Services.	Includes commercial activities that provide centralized administrative support services not included specifically in another functional category. These activities render services to multiple activities

CODE	DEFINITION
<p>T820A: Word Processing Centers. T820B: Reference and Technical Libraries. T820C: Microfilming. T820D: Internal Mail and Messenger Services. T820E: Translation Services. T820F: Publication Distribution Centers. T820G: Field Printing and Publication.</p> <p>T820H: Compliance Auditing. T820I: Court Reporting. T820J: Other.</p>	<p>throughout an organization or to multiple organizations, such as providing a steno or typing pool rather than a secretary assigned to an individual. Typical activities included are word-processing centers, reference and technical libraries, microfilming, messenger service, translation services, and publication distribution centers.</p> <p>Includes those activities that print or reproduce official publications, regulations, and orders. Includes management and operation of the printing facility.</p>
<p>T821: Special Studies and Analyses.</p> <p>T821A: Cost Benefit Analyses. T821B: Statistical Analyses. T821C: Scientific Data Studies. T821D: Regulatory Studies. T821E: Defense, Education, Energy Studies. T821F: Legal/Litigation Studies.</p>	<p>Includes commercial activities that perform research, collect data, conduct time-motion studies, or pursue some other planned methodology to analyze a specific issue, system, device, boat, plane, or vehicle for management. Such activities may be temporary or permanent.</p>



CODE	DEFINITION
T821G : Management Studies.	
T900: Training Devices and Simulators.	Includes commercial activities that provide training aids, devices, simulator design, fabrication, issue, operation, maintenance, support, and services.
T999: Other Nonmanufacturing Operations.	
T000A: Management.	Includes authorizations for managers/supervisors for the above coded functions (does not include first line supervisors).
T000B: Management Support.	Includes non-supervisory management support personnel for the above coded functions.
T000C: ADP&E Support.	Includes ADP&E support personnel for the above coded functions.
T000D: Administrative Support.	Includes administrative, secretarial and office support personnel for the above coded functions.

## EDUCATION AND TRAINING

Definition. Includes commercial activities that conduct courses of instruction attended by civilian or military personnel of the Department of Defense. Terminology of categories and subcategories primarily for military personnel (marked below by two asterisks (\*\*)) follows the definitions of the statutory Military Manpower Training Report submitted annually to Congress. This series includes only the conduct of courses of instruction; it does not include education and training support functions (that is, Base Operations Functions in the S series and Nonmanufacturing Operations in the T series). A course is any separately identified instructional entity or unit appearing in a formal school or course catalog.

CODE	DEFINITION
U100: Recruit Training.	The instruction of recruits.
U200: Officer Acquisition Training.**	Programs concerned with officer acquisition training.
U300: Specialized Skill Training.**	Includes Army One-Station Unit Training, Naval Apprenticeship Training , and health care training.
U400: Flight Training.**	Includes flight familiarization training.

<b>CODE</b>	<b>DEFINITION</b>
U500: Professional Development Education.**	
U510: Professional Military Education.**	Generally, the conduct of instruction at basic, intermediate, and senior Military Service schools and colleges, and enlisted leadership.
U520: Graduate Education, Fully Funded, Full-Time.**	
U530: Other Full-Time Education Programs.**	
U540: Off-Duty (Voluntary) and On-Duty Education Programs.**	Includes the conduct of Basic Skills Education Program; English as a Second Language courses ; skill-development courses; and graduate, undergraduate, vocational/technical, and high school completion programs for personnel without a diploma.
U600: Civilian Education and Training.	Includes the conduct of courses intended primarily for civilian personnel.
U700: Dependent Education.	Includes the conduct of elementary and secondary school courses of instruction for the dependents of DoD overseas personnel.
U800: Training Development and Support.	Training development and support not reported under other codes.
U999: Other Training.	This code shall only be used for unusual circumstances and shall not be used to report organizations or work that can be accommodated under a specifically defined code.
U000A: Management.	Includes authorizations for managers/supervisors for the above coded functions (does not include first line supervisors).
U000B: Management Support.	Includes non-supervisory management support personnel for the above coded functions.
U000C: ADP&E Support.	Includes ADP&E support personnel for the above coded functions.
U000D: Administrative Support.	Includes administrative, secretarial and

CODE	DEFINITION
	office support personnel for the above coded functions.

## AUTOMATIC DATA PROCESSING

CODE	DEFINITION
W824: Data Processing Services.  W824A: Operation of ADP Equipment. W824B: Production Control and Customer Service. W824C: ADP Magnetic Media Library. W824D: Data Transcription/Data Entry Services. W824E: Transmission and Teleprocessing Equipment Services. W824F: Acceptance Testing and Recovery Systems. W824G: Punch Card Processing Services. W824H: Other ADP Operations and Support.	Includes commercial activities that provide ADP processing services by using Government-owned or -leased ADP equipment; participate in a Government-wide ADP sharing program; or procure time-sharing processing services (machine time) from commercial sources. Includes all types of data processing services performed by general-purpose ADP and peripheral equipment.
W825: Maintenance of ADP Equipment.	Includes commercial activities that maintain and repair all Government-owned ADP equipment and peripheral equipment.
W826: Systems Design, Development, and Programming Services.  W826A: Development and Maintenance of Applications Software. W826B: Development and Maintenance of	Includes commercial activities that provide software services associated with nontactical ADP operation.

<b>CODE</b>	<b>DEFINITION</b>
Systems Software.	
W827: Software Services for Tactical Computers and Automated Test Equipment.	Includes commercial activities that provide software services associated with tactical computers and TMDE and ATE hardware.
W999: Other Automatic Data Processing.	This code shall only be used for unusual circumstances and shall not be used to report organizations or work that can be accommodated under a specifically defined code.
W000A: Management.	Includes authorizations for managers/supervisors for the above coded functions (does not include first line supervisors).
W000B: Management Support.	Includes non-supervisory management support personnel for the above coded functions.
W000D: Administrative Support.	Includes administrative, secretarial and office support personnel for the above coded functions.

## **PRODUCTS MANUFACTURED AND FABRICATED IN-HOUSE**

Definition: Commercial activities that manufacture and/or fabricate products in-house are grouped according to the products predominantly handled as follows:

<b>CODE</b>	<b>DEFINITION</b>
X931: Ordnance Equipment.	Ammunition and related products.
X932: Products Made from Fabric or Similar Materials.	Includes the assembly and manufacture of clothing, accessories, and canvas products.
X933: Container Products and Related Items.	The design, engineering, and manufacture of wooden boxes, crates, and other containers; includes the fabrication of fiberboard boxes and the assembly of paperboard boxes with metal straps. Excludes on-line fabrication of boxes and crates reported in functional area T801.
X934: Food and Bakery Products.	The operation of central meat processing plants, pastry kitchens, bakery, and related facilities. Excludes food services reported

CODE	DEFINITION
	in functional areas S713 and H105.
X935: Liquid, Gaseous, and Chemical Products.	The provision of liquid oxygen, liquid nitrogen, and similar products.
X936: Rope, Cordage, and Twine Products; Chains and Metal Cable Products.	
X937: Logging and Lumber Products.	Logging and sawmill operations.
X938: Communications and Electronic Products.	
X939: Construction Products.	The operation of quarries and pits, including crushing, mixing, and concrete and asphalt batching plants.
X940: Rubber and Plastic Products.	
X941: Optical and Related Products.	
X942: Sheet Metal Products.	
X943: Foundry Products.	
X944: Machined Parts.	
X999: Other Products Manufactured and Fabricated In-House.	This code shall only be used for unusual circumstances and shall not be used to report organizations or work that can be accommodated under a specifically defined code.
X000A: Management.	Includes authorizations for managers/supervisors for the above coded functions (does not include first line supervisors).
X000B: Management Support.	Includes non-supervisory management support personnel for the above coded functions.
X000C: ADP&E Support.	Includes ADP&E support personnel for the above coded functions.
X000D: Administrative Support.	Includes administrative, secretarial and office support personnel for the above coded functions.

## SELECTED FUNCTIONS

CODE	DEFINITION
Y100: Combat Forces.	Functions in operating forces that deploy to theaters or areas of operations where

CODE	DEFINITION
	there is probable exposure to hostile fire, or that support contingency operations in units that do not deploy but, due to the nature of their military mission, are subject to military attack, shall be designated military combat when the personnel must be trained and ready for combat and the use of deadly force. This includes manpower in units that will be engaged in, or provide direct support for military operations, or that provide service support under combat conditions.
Y120: Operational Planning and Control.	Includes functions that develop and distributes the planning of operations under the Joint Operation Planning System procedures or provide command and control of contingency operations other than war as well as wartime operation plans.
Y130: Intelligence.	Includes functions that perform, direct or control collection, interpretation and dissemination of intelligence/counter-intelligence to the combat, combat support and combat service support units; commanders and combat planners.
Y200: Commanders and Support Staff:	Includes functions which have changing direction everyday such that a personal service type contract would be required to perform the function. This function include orderly room, safety, administrative support, and part of public affairs not covered in other functional areas.
Y300: Embassy Activities:	Includes functions that perform work in U.S. Embassies.
Y400: Legal Services:	Includes functions that advise commanders, staffs and individuals on military justice, disciplinary actions, and adverse administrative law matters. Provide legal assistance related to military readiness such as wills. Protect resources

CODE	DEFINITION
	and decision-making prerogatives. (Note: Court Reporting is code T820I)
Y410: Criminal Investigation:	Includes functions that conduct criminal investigations.
Y420: Judicial:	Includes functions that directly prosecute, defend, and judge DoD personnel or represent DoD within the court system or at public hearings. This includes personnel responsible for Article 36 hearings. (Note: Court Reporting is code T820I)
Y430: Administrative Hearings:	Includes those who are appointed on a full- time basis to hold administrative hearings to determine the eligibility of any person for a security clearance, or involving actions that affect matters of personal reputation or eligibility to participate in Government programs.
Y440: Federal Licensing and Permitting:	Includes functions that certify personnel, equipment and organizations with licenses or permits. Does include certification such thing as Federal Aviation Agency's Class three aviation systems equipment such as instrument landing systems, and do Terminal Area Planning. Does not include those who issue vehicle or support equipment operating licenses
Y510: Budget and Financial Program Management:	Includes functions that are responsible for budget formulation and execution as well as functions responsible to advise commanders, directors and staffs on budgets, obligations and disbursements. Also includes functions that obligate, disburse, collect and control public funds on behalf of the DoD.
Y520: Public Works and Real Property Maintenance Program Management:	Includes functions that are responsible for assignment of real property, obtaining lease space and disposal of real property, as well as management of public works.
Y530: Personnel, Community Activities	Includes functions that are responsible for

CODE	DEFINITION
and Manpower Program Management:	personnel issues such things as military and civilian personnel recruitment, determining which personnel are fully qualified for Government employment, equal opportunity and treatment programs, personnel management program and labor relations. Also includes functions that are responsible for organization structure, manpower requirements and manpower resource management programs.
Y540: Maintenance and Logistics Program Management:	Includes functions which have specific responsibility for policy implementation and execution of maintenance or logistic programs.
Y550: Information and Telecommunications Program Management:	Includes functions which have specific responsibility for policy implementation and execution of Information or Telecommunications Programs.
Y600: Contracting:	Includes functions that are directly involved in the decision making in contracting for needed equipment, supplies and services not covered under systems and equipment management.
Y650: Acquisition (Equipment and Weapons Systems):	Include functions that are responsible for acquiring new or major modifications to equipment and systems, inventory control point program, and equipment management program.
Y999: Other Functions:	Includes those activities not covered in any other section of the inventory. This code shall only be used for unusual circumstances and shall not be used to report organizations or work that can be accommodated under any other specifically defined code.
Y000A: Management:	Includes authorizations for managers/supervisors for the above coded functions (does not include first line supervisors).
Y000B: Management Support:	Includes non-supervisory management



CODE	DEFINITION
	support personnel for the above coded functions.
Y000C: ADP&E Support:	Includes ADP&E support personnel for the above coded functions.
Y000D: Administrative Support:	Includes administrative, secretarial and office support personnel for the above coded functions.

**MAINTENANCE, REPAIR, ALTERATION, AND MINOR CONSTRUCTION OF REAL PROPERTY.**

CODE	DEFINITION
Z991: Buildings and Structures—Family Housing.	Includes commercial activities that are engaged in exterior and interior painting and glazing; roofing; interior plumbing; interior electric; interior heating equipment, including heat sources under 750,000 BTU capacity; installed food service and related equipment; air conditioning and refrigeration with less than a 5-ton capacity; elevators; and other equipment affixed as part of the building and not included in other activities. Includes fencing, flagpoles, and other miscellaneous structures associated with family housing.
Z991A: Rehabilitation--Tenant Change.	
Z991B: Roofing.	
Z991C: Glazing.	
Z991D: Tiling.	
Z991E: Exterior Painting.	
Z991F: Interior Painting.	
Z991G: Flooring.	
Z991H: Screens, Blinds, etc.	
Z991I: Appliance Repair.	
Z991J: Electrical Repair. Includes elevators, escalators, and moving walks.	
Z991K: Plumbing.	
Z991L: Heating Maintenance.	

[illegible]

CODE	DEFINITION
<p>Z993A: Grounds (Improved).</p> <p>Z993B: Grounds (Other than Improved).</p> <p>Z993C: Surfaced Areas.</p>	<p>defined in codes Z993A, Z993B, and Z993C, below</p> <p>Includes improved grounds, including lawns, drill fields, parade grounds, athletic- and recreational facilities, cemeteries, other ground areas, landscape and windbreak plants, and accessory drainage systems.</p> <p>Small arms ranges, antenna fields, drop zones, and firebreaks. Also grounds such as wildlife conservation areas, maneuver areas, artillery ranges, safety and security zones, desert, swamps, and similar areas.</p> <p>Includes airfield pavement, roads, walks, parking and open storage areas, traffic signs and markings, storm sewers, culverts, ditches, and bridges. Includes sweeping and snow removal from streets and airfields.</p>
<p>Z997: Railroad Facilities.</p>	<p>Includes commercial activities that maintain, repair, and alter narrow and standard gauge two-rail tracks, including spurs, sidings, yard, turnouts, frogs, switches, ties, ballast, and roadbeds—with accessories and appurtenances, drainage facilities, and trestles .</p>
<p>Z998: Waterways and Waterfront Facilities.</p>	<p>Includes commercial activities that maintain, repair, and alter approaches, turning basins, berth areas and maintenance dredging, wharves, piers, docks, ferry racks, transfer bridges, quays, bulkheads, marine railway dolphins, mooring, buoys, seawalls, breakwaters, causeways, jetties, revetments, and similar structures. Excludes waterways maintained by the Army Corps of</p>

CODE	DEFINITION
	Engineers river and harbor programs. Also excludes buildings, grounds, railroads, and surfaced areas located on waterfront facilities.
Z999: Other Maintenance, Repair, Alteration, and Minor Construction of Real Property.	This code shall only be used for unusual circumstances and shall not be used to report organizations or work that can be accommodated under a specifically defined code.
Z000A: Management.	Includes authorizations for managers/supervisors for the above coded functions (does not include first line supervisors).
Z000B: Management Support.	Includes non-supervisory management support personnel for the above coded functions.
Z000C: ADP&E Support.	Includes ADP&E support personnel for the above coded functions.
Z000D: Administrative Support.	Includes administrative, secretarial and office support personnel for the above coded functions.

## Appendix K--Compelling Reason Codes

These codes are from the 30 September 1998 submission of the Inherently Governmental and Commercial Activities Inventory to the Office of the Secretary of Defense and are subject to change. They are provided for reference only and additional guidance will be promulgated separately for future inventory reporting.

### DoD Manpower Mix Criteria

REASON CODES		Type of DoD Manpower	
Inherently Governmental	Exempt From Competition *		
<b>A</b> Military Combat  <b>C</b> Military Unique Knowledge & Skills	<b>B</b> Military Combat Augmentation  <b>D</b> Military Image & Esprit de Corps  <b>E</b> Military Rotation  <b>F</b> Military Career Progression	Military Essential	CORE MANPOWER
<b>G</b> Civilian Authority & Direction  <b>H</b> Civilian Expertise & Control	<b>I</b> Civilian National Security & Operational Risk	Civilian Essential	
<b>J</b> EO, Law, Treaty, or International Agreement  <b>K</b> Legislatively Mandated Floors	<b>L</b> DoD Management Determination	Restricted	NON-CORE MANPOWER
Subject to Competition or Direct Conversion		Not Restricted	
<b>M</b> Based on Cost Comparison <b>N</b> Pending Contract Award <b>O</b> Pending Cost Comparisons Results <b>P</b> Pending Restructuring Decision <b>Q</b> Based on Terminated Cost Comparison <b>R</b> Subject to Review			

Order of Precedence for Coding Manpower Mix

\* Government Performance is Required (includes both commercial activities that must remain in-house according to the specific reason codes and some inherently governmental activities not covered by reason codes A, C, G, or H.